

## DESIGN GUIDELINES

**These guidelines are not specifications for bidding. They are to be used by the Vendor and the Users during actual projects and are provided here for informational purposes only.**

1. The User Agency (hereafter called the User) will develop the project scope using Typical Workstations A-E and the quantity required of each.
2. The Vendor/Designer will take the User's project scope and through data collection and interviews determine what minor modifications may be required to typical workstations. This may include, but are not limited to, omitting or adding a component (i.e., drawer pedestal, transaction counter), modifying a workstation's configuration or panel heights. The Vendor/Designer will then arrange workstations in a space plan and develop specific panel configurations.
3. The four standard workstation sizes and their functions are as follows:

A	6'-0" x 6'-0"	<u>Clerical, Data Entry, Receptionist, Student Worker</u> – For positions requiring limited reference space, minimal storage, limited equipment and no meeting space. These positions are generally single-task and require minimal privacy.
B,C	6'-0" x 9'-0"	<u>Clerical, Data Entry, Receptionist</u> - For positions requiring more reference/work space, more equipment or some minimal meeting space. These positions have more varied job tasks and require average privacy.
D	9'-0" x 9'-0"	<u>Advanced Clerical, Professional</u> – For positions requiring substantial reference/work space, average storage needs, more equipment space or meeting space for 2-3 people.
E	9'-0" x 12'-0"	<u>Professional, Supervisor</u> - For positions requiring a more formal office environment, more privacy or meeting space for 3-4 people.

These are space assignments per employee. Employees grouped into a single area would have a multiple of these standards.

4. All components of the system shall be as specified in the bid package, and as bid by the Vendor.
5. The system will be self-supporting, with no panel support legs. The panels may be attached to the building walls, if required, on a limited basis, with system brackets.
6. It is preferred that when workstations are against a building wall, freestanding furniture which matches the systems is used. This is to avoid mounting of components to walls with wall tracks, which may limit future reconfigurations. It also will avoid the cost of additional panels installed against the wall, which is redundant and duplicates costs.
7. The electrical planning of an installation shall minimize costs. Electrified panels shall be centralized, with workstation outlets grouped as close as possible to the main electrical runs. Power pass through panels are to be used wherever possible instead of fully electrified panels.
8. Tie-in of the system to the building's power shall be coordinated by the User. If necessary, an electrical engineer (retained by the User) shall verify building capacity and provide calculations for approval. The User's licensed electrician shall perform the actual tie-in, following all codes, regulations and manufacturer's recommendations.

9. Panel width shall be 36". No more than 5% of the total panels may vary from this size, and then only to avoid existing building conditions or to provide required minimum clearances (such as means of egress).
10. Panel heights shall be limited to three heights: reception (39-44"), seated privacy (48-56") and standing privacy (62-68"). The selection shall be determined by job functions and the building space. A minimum of three feet clearance from the ceiling is required.
11. Finishes shall be selected by the Vendor/Designer, approved by the User, from the state standards. These will be selected by Facility Planning and Control, from the Vendor's standards, post-bid. In some large jobs it may be an option to vary the finishes. Smaller jobs will have uniform finishes.
12. Clear glazed panels may be used in a limited capacity where required for supervision, visitor control or infiltration of natural light.
13. Panel fillers are to be used at all voids (6" or less) in panel intersections, to create a smooth, continuous look to the system. Appropriate fillers at the raceway and toecap levels are to be used also. No wires should be visible at these points.
14. No mid-panel connections will be allowed.
15. Power infeeds will be located preferably in the base raceway. Power poles are to be avoided. Coordinate power runs with columns and walls where power may be accessed, even if it currently is not present.
16. Transaction work surfaces shall be used on top of all short reception height (39-44") panels.
17. A pencil drawer shall be provided in every workstation, one per employee.
18. Accessories for drawer pedestals and pencil drawers, other than one pencil/utility tray, one box drawer divider, and hanging rails, shall be determined by the User and the Vendor/Designer. They shall be itemized on the parts list and price list, not lumped into the drawer unit price.
19. Drawer pedestals are to be freestanding and independent of work surfaces, so that the user may adjust the location easily.
20. Keyboard drawers are to be selected for the degree of use. Workstations with intensive computer use are to receive fully articulating keyboard pads. Workstations with more intermittent use are to receive retractable keyboard pads.
21. Open shelf units may be used for constant use reference materials. Otherwise, flipper door units are to be used. It is desirable that they be fabric covered and in a contrasting finish to the panel finish.
22. The key schedule shall be developed per the User's needs. Generally, all locks within a single workstation shall be keyed alike, but all workstations shall be individually keyed.
23. Provide task lights under all panel or wall hung shelves and flipper door units that are over work surfaces. They are to have appropriate wire management devices.
24. Tack boards are to be provided and placed between shelf or flipper door units and work surfaces. The fabric finish should contrast with the panel fabric finish.

25. If any major deviations from the typical workstations are expected, the User is to contact Facility Planning and Control to get a preliminary approval of the intent if applicable (for example, exempt agencies).
26. The Vendor/Designer should propose optional features (which are available under state contract) to the User to address specific requirements. An example of this would be top cap raceways for a User who is constantly modifying their data/communications lines or computer turn-tables for shared terminal use.
27. There are three (3) basic chair models to choose from. They are: clerical/task, professional and guest. Workstations A, B and C are to be provided with one clerical/task chair or one professional chair. Workstation D is to be provided with one professional chair and one guest chair. Workstation E is to be provided with one professional chair and two guest chairs. Chairs will be typically purchased as integral to the systems furniture purchases.

Clerical/task chairs are to have pneumatic seat height adjustment, a synchronized tilt mechanism, and tension control features. The User may at his option, add adjustable back height, arms (fixed or adjustable) and the appropriate casters. The professional chairs are to have a synchronized tilt mechanism, tension control, arms and a non-upholstered back. The User may at his option, add pneumatic seat height adjustment, adjustable back height and the appropriate casters. The guest chairs are to have a non upholstered back. Refer to the edited price lists for specific options and chairs available.